Quick Guide: Introducing the Online Catalog

1. Enter search word or phrase here

2. Select to limit search, if needed

3. Select search type for results

Link to Help using the Library catalog

Site navigation buttons

Link to other library catalogs & expert search

Search by call number, ISBN, or ISSN.

EASY STEPS TO USING OUR LIBRARY CATALOG

Step 1: Enter any words or phrases that express what you are looking for.

Step 2: Limit searches by material type (book, music, video, etc), date, and/or language if desired or needed.

Step 3: Enter your search by:

- **Author**: Type the author's last name then first name. Select AUTHOR. You will see a list of authors to select from.
  Example: **Grisham, John**
- **Title:** Type title. Omit leading articles (a, an, the), but do type articles between words. Select TITLE. You will see a list of titles to select from. Tip: This type of search works best if you are looking for a specific item and know the **exact title**.
  Example: **Old Man and the Sea**
- **Subject**: Type subject you wish to find. Select SUBJECT. You will see a list of subjects to select from. To enter individuals as subject, type the last name first.
  Examples: **Medical care   Gardening   Hemingway Ernest**
- **Keyword**: Type keyword(s). Select KEYWORD. This searches all indexed fields (author, title, subject).
  Examples: **Hemingway   Gardening   Storms   Doctor patient**

Step 4: Select **Numeric Search**, to search by call number, ISBN, or ISSN.

Step 5: Review your search results and select item title(s) to check the location, call number, type of material, and availability for checkout.

Step 6: Highlighted (yellow) titles are owned by the Library you are in, or selected to search. Reserve this title link offers 2 ways to obtain materials: system reserve or telephone request.

Expert Keyword (Advanced) Search: Select **Additional Catalogs** to use Expert Keyword searching, which searches all indexed fields, and allows OPERATORS and QUALIFIERS (e.g. AND, NOT, and OR).